

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Secretary- Parks & Recreation
- Revision Date: 12/13
EEO Category: Admin. Support
Status: Non-exempt
Control No: 30613, 40613

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of Parks & Recreation Director and Office Coordinator, types various documents, receives and handles telephone calls and walk-in public, and performs other related clerical duties.

III. Essential Duties:

- Answer and direct incoming phone calls and walk-in traffic.
- Assist the Office Coordinator.
- Sort and distribute office mail.
- Manage event registration process by receiving forms and recording information.
- Type various documents including letters, memos, schedules and flyers.
- Receive incoming City monies for recreation participant fees, room, pavilion and field rentals, etc.
- Maintain accurate records of recreation participant forms and log in appropriate book(s).
- Disperse uniforms and equipment to coaches and parents.
- Process parks, fields, and building rental requests and maintain logs.
- Perform research, prepare reports, and facilitate projects/programs.
- Accept customer payments and make receipts.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.

IV Marginal Duties:

- Make new files and maintain current filing system.
- Mail correspondence.
- Order office supplies and equipment.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent and six months clerical or related training.

Experience: Requires one year prior experience in job-related secretarial or business related activities with demonstrated competence. May substitute additional experience for required education.

Certificates/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic parks and recreation practices and policies; preferred knowledge of MS Office, Groupwise and exposure to Sportsman (department software program).

Responsibility for: Responsibility for the distribution of petty cash, stamp money, equipment and uniforms; great responsibility to make decisions that affect the activities of others.

Communication Skills: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; be able to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs and schedules; constant contact with the public presenting data that may influence important decisions; ability to defuse tense situations.

Tool, Machine, Equipment Operation: Type 45 wpm; requires regular use of office equipment including computer, printer, copier, fax machine, and telephone system.

Analytical Ability: Work procedures are established; prioritize tasks; work well under pressure; exercise discretion and independent judgment when dealing with upset customers; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort and fatigue are present daily due to exposure to deadlines and stressful situations; constant attendance is required; frequent exposure to heavy telephone and walk-in traffic.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____